

District Office, Puri

Establishment Section

No. 3559 / BBE. Dated. 09.12.11

**ADVERTISEMENT**

Applications in the prescribed Format are invited from the eligible candidates for filling up of the posts of Junior Clerk under the following categories for the Registration Offices of Puri District on regular basis in the pay band PB-(1) 5200-20200/- with Grade pay of Rs.1900/- with other allowances as admissible which should reach the undersigned on or before 20.01.2012. Incomplete, defective application and application received after due date shall not be taken into consideration and liable for rejection. The date, time and place of Examination will be intimated to the candidates whose applications are found to be in order and complete in all respect. Inclusion in the Merit List confers no right to appointment.

<u>S.T(M)</u>	<u>S.T(W)</u>	<u>S.C(M)</u>	<u>S.C(W)</u>	<u>SEBC(M)</u>	<u>SEBC(W)</u>	<u>U/R(M)</u>	<u>U/R(W)</u>	<u>Total</u>
03	02	03	01	03	02	04	02	20

Reservation of Ex-Serviceman, Physically handicapped and Sportsman is to be strictly followed as per Govt. in G.A. Department letter No.25384 dated.20.09.2005 at the time of selection.

**ELIGIBILITY OF THE CANDIDATES TO APPLY FOR THE POST:-**

(1) (a) be a citizen of India (b) be a permanent resident of Puri district (c) should have registered his/her name in the Employment Exchange, Puri / Spl. Employment Exchange,

Bhubaneswar on or before the date of submission of the Application (d) Should have passed the H.S.C or equivalent Examination (e) should not be less than 18(Eighteen) years of age and not more than 32 (Thirty two) years of age as on 01.04.2011. The upper age limit shall be relaxed by 5 years in case of SC/ST/SEBC and Women candidates, (f) be of good character, (g) be of sound health and good physique, active habits (h) should be able to speak, read and write Oriya and has passed the M.E.Examination with Oriya as language subject or(ii) passed HSC or equivalent examination with Oriya as the medium of examination in Non-language subjects or (iii) passed in Oriya as language subject in final examination of Class-VII or above or (iv) passed a test in Oriya in M.E.School standard conducted by the Education Department.

(2). No person who has more than one spouse of living shall be eligible for appearing the competitive examination.

(3) No application except the candidates belonging to SC/ST shall be considered unless it is accompanied by a **Bank Draft for Rs.75/- drawn in any Nationalised Bank in favour of the Nizarat Officer,Collectorate,Puri payable at S.B.I,Puri.** No claim for refund of fee shall be entertained in any case.

The Competitive Examination shall consist of the following papers.

Papers	Subject	Maximum Marks	Time
<b>Written Test</b>			
Paper-I	Part-I.Language test (English & Oriya)	100	3 hours
	Part-II.Objective General Knowledge	100	
Paper-II	Part-I.Objective Mathematics	100	3 hours
	Part-II.Basic Computer Skill(Objective)	100	
Total		400	6 hours
<u>Practical Skill Test</u>			
	Basic Computer Skills	50	1 hour.

Note(i) The standard of Examination shall be equivalent to that of Secondary School.

(ii) Those who will qualify the written test shall be called for the practical skill test.

(iii). The practical skill test shall be of qualifying nature.

The candidates shall furnish the following documents with their Application Form.

- I. Two copies of recent passport size photographs duly attested by the Gazetted Officer.
- II. Two Self addressed envelopes of 23X10 C.M. with required postage stamps for UCP OR Registered post as they like for issue of Admit Card etc.
- III. Attested copy of Marks sheet of High School Certificate or equivalent examination.
- IV. Two character certificates from two Gazetted Officers not related to that candidate
- V. Attested copy of the Caste Certificate (where applicable) issued by the competent Authority.
- VI. Attested copy of the valid Residence Certificate issued by the competent authority.

- VII. Attested copy of the valid Employment Registration Certificate.
- VIII. Declaration regarding one spouse of living.
- IX. Bank Draft where applicable.
- X. Attested copy of the Certificate of Ex-Service Man /Physically Handicapped/Sportsman.

NOTE.

(A).The Authority reserves the right to reject/accept any application and modify/cancel the advertisement/Examination without assigning any reasons thereof.

(B).No T.A/D.A. will be allowed to attend the Recruitment test.

©The Application in the prescribed Format along with required documents may be sent to the address of **Deputy Collector,Establishment,Collectorate,Puri** in an envelop superscribed”**APPLICATION FOR THE POST OF JUNIOR CLERK IN REGISTRATION OFFICES**” through Registered post/Speed post only.

(D)The Authority shall not be liable for any postal delay or loss of Application in transit at any stage.

Note.The detailed information shall be available in the District website “**www.puri.nic.in**”.

  
COLLECTOR, PURI

APPLICATION FOR THE POST OF JUNIOR CLERK IN REGISTRATION OFFICES OF  
PURI DISTRICT.

Space for two passport  
size photograph duly  
attested & with full  
signature of the candidate

1. Full name of the candidate:-  
(In block letters)
2. Father's/husband's name:-
3. Date of birth & age as on 01.04.2011:-
4. Present address :-  
(In Block letters)  
(With Phone/Mobile No. if any)
5. Permanent address :-
6. Nationality :-
7. Educational qualification:-

Sl.No.	Name of the Exam.	Year of Passing	Board/ University	Full marks	Marks secured	Percentage of marks secured.	Remarks
1	2	3	4	5	6	7	8

8. Category belongs to :-  
(S.T/S.C/SEBC/U.R)
9. Whether Ex-serviceman/Sportsman/P.H. :-
10. Married/Unmarried :-  
(If married, declaration of  
Having not more than one  
Spouse should be attached)
11. Name of the Employment  
Exchange, No. of Registration & date of validity of  
Registration. :-
12. Bank Draft No. & date with name of the Bank.:-  
( Original Bank Draft to be attached)

I do hereby declare that all the information given in this Application are true, complete and correct in all respect. In the event of any information given is found to be false or incorrect at any stage my candidature/selection/Application shall liable to be cancelled without any notice thereof.

Place  
Date

Signature of the Candidate.